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DPMO DECLASSIFICATION/RELEASE INSTRUCTIONS ON FILE

RECRUITMENT AND PLACEMENT

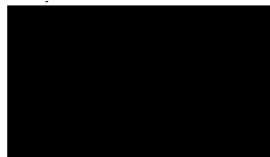
1. Recruitment Secures High Quality Applicants, as Needs Decline; Keeps Profile Low on Campus. In our recruitment activity this year, we held to the twin objectives of a "low profile" of academic recruitment and obtainment of a steady flow of qualified candidates in selected fields.

----- LOW PROFILE RECRUITMENT: Having had four years of recruitment experience under conditions of campus dissent, we have refined procedures and established guidelines for minimizing confrontations. Our "confrontations" box score declined from 37 incidents in FY 1969 (77 in FY 1968) to 7 in FY 1970.

----- ADEQUATE SUPPLY OF SCIENTISTS: A steady flow of candidates in traditionally hard-to-get fields was aided by a softening of the labor market, precipitated notably by a reduction in the aerospace and electronic industries. New recruitment sources plus easing of the market brought a dramatic improvement in the supply of applicants with skills previously in short supply. For example:

Engineers & scientists
Mathematicians & Computer Specs.
Cartographers & PI
Economic Researchers

FY 1969 FY 1970



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----- CONTRACT AND OC TYPES DOWN: Contract applicants were sharply reduced, mainly attributable to reduced SOD requirements. Communicators went down, per slackening of demand, from 449 applicant cases in FY 1969 to 203 in FY 1970.

----- COOP LEVEL ABOUT SAME: Coop and summer intern strengths stayed about the same as last Year (FY 1970: 97 coops and 32 summer interns). The Support Services and NPIC are contemplating increased usage of these Programs.

----- WRITE-INS UP: Big this year were "write-ins," stemming from market conditions and our advertising success. We jumped from about 1800 in FY 1969 to 8000 in FY 1970 and followed up on approximately 1700. Thanks to careful screening, we have acquired a good take from these self-recruited candidates, proving the program to be a valuable recruitment source.

2. Placement Emphasizes Close Monitoring of Applicants With Eye to Ceiling Conditions and Meets Its Targets: With close monitoring of accessions, in relation to the FY 1970 ceiling target and anticipated separations, the Agency finished 45 under ceiling, as of 30 June 1970.

----- EOD'S AND SEPARATIONS MATCHED AND CEILING MET: During the Year the Staff Personnel Division (SPD) assumed responsibility for preparing the Advanced Staffing Plan and targeting input action. The projections of

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year end civilian on duty strength were quite accurate (██████████ total versus ██████████ on duty as of 30 June 1970). Total civilian EOD's were ██████████; a decline of 116 over last year, while civilian separations were about equal (██████████ in FY 1970 and FY 1969 respectively).

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----- OP INITIATED SECURITY PROCESSING OF SCIENTISTS AND MATHEMATICIANS: One of the most significant developments in placement work this year was the security initiation by OP of 182 scientists and mathematicians against unspecified Agency needs. The action was designed to lessen preliminary shopping and to reduce shopping time. Total security initiations were down from 3910 in FY 1969 to 3755 in 1970 (CT - 116; Prof. (non-CT) - 1023; Clerical - 2231; and Others, including non-GS - 385). Over one-third of the non-CT professional and technical security initiations were for the Intelligence Directorate; most of the remainder were for the S&T Directorate and the Office of Communications.

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----- DESIRED CLERICAL LEVELS MAINTAINED: Controlled clerical input was achieved at the rate of 180 security initiations a month and transfer of about ██████████ clericals a month to the components.

----- RANGING AT RANDOM: A new Recruitment Guide, centering on the qualifications of applicants rather than the characteristics of position vacancies, replaced the old Recruitment Requisitions. During the Year, Branch names were changed, and the Clerical Staffing Branch was transferred to SPD from the Recruitment Division. We did business, including monitoring and ceiling control functions, with the Directorates and components under conditions of mutual confidence and agreement. This bodes well for the future.

3. Military Strength Was Reduced and We Cut the Size of MMPD: During the Year, we effected a reduction of three slots in Mobilization and Military Personnel Division, as we met requirements for military personnel and worked towards new or significantly changed programs, such as reservist training and the Civilian Reserve.

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----- AGENCY MILITARY STRENGTH: We started with ██████████ and finished with ██████████ in FY 1970. Strength of Agency-sponsored military reserve units decreased from ██████████, and employee-reservists whose records are controlled by the military departments remained about the same (██████████ on 30 June 1969 and ██████████ on 30 June 1970).

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----- CIVILIAN RESERVE IMPROVEMENTS: The Deputy Directors approved policy guidelines for the Civilian Reserve Program. It establishes the CR Directory as a central, computerized data bank. 265 Civilian Reserve nominees were contacted this Year as to their availability, and ██████████ participants were contacted concerning their continuing availability.

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----- TRAINING OF RESERVISTS: "US Involvement in SE Asia," a new two-week reserve training program, has been developed by MMPD for its first running this fall.

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----- RANGING AT RANDOM: Five occupational deferments were requested. Agency employees, with military reserve status, were processed for assignments overseas or returning to the United States.

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SPECIAL PROGRAMS

(Retirement, Insurance, Awards, Personal Affairs,
Contract Personnel, Employee Services)

1. This Year's External Developments in the Field of Retirement Plus Internal Action on a Voluntary Investment Plan Were Major Concerns of OP.

----- RETIREMENT LOAD WENT UP: Pre-counseling sessions dropped to 640 (almost entirely involving 1974 retirees) from 1400 last Fiscal Year ("catch-up" program for those then on board within retirement zone). The increase in retirements (361 in FY 1970; 331 in FY 1969) brought a much heavier workload of discussions with employees, interested in retirement or in learning more about it -- 2225 individual interviews in FY 1970 and 5625 annuity estimates. (The latter increased from 2400 last Year.) CIARDS retirees, now numbering 500, required hundreds of bulk or individual pieces of correspondence to be prepared.

----- VOLUNTARY INVESTMENT PLANS A NEW RESPONSIBILITY: We are now ready to go, after having worked out administrative systems, forms and procedures. If and when the Plan is qualified by the Internal Revenue Service, our involvement will be a heavy one, a circumstance we are pleased to accept.

----- RANGING AT RANDOM: Plans are in the works to obtain better information from CIARDS retirees in our follow-up program. We are firmly fixed in a five year cycle for scheduling the Retirement Information Seminar, and we plan to institute group counseling sessions at the component levels a year ahead of the retirement of employees concerned.

2. FEHA Insurance Open Season Declared and UBLIC Coverage Increased 20% at No Expense.

----- FEHA OPEN SEASON RESULTED IN SOME SHIFT FROM ASSOCIATED BENEFIT PLAN: CSC declared open season in November 1969 on health insurance enrollments (chance to enroll or change plans). 349 employees transferred from Association Benefit Plan (ABP) and 78 transferred to it. Most employees leaving ABP for other plans were in their twenties and apparently did so for greater maternity benefits. Since the open season, we received an OK to raise hospitalization expenses for maternity confinement from \$30 a day to full coverage and benefits for doctor charges were substantially raised.

----- UBLIC COVERAGE INCREASES: The 20% increased coverage for UBLIC policyholders occurred because of a marked improvement in claims experience.

3. Contract Personnel Workload Was Comparable to Last Year While Gains Were Scored in Providing New Benefits.

----- NEW BENEFITS MADE AVAILABLE: Agreement was struck with Department of Labor and CSC to allow unemployment compensation benefits to contract personnel with Social Security coverage. Repeated efforts to provide better

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retirement coverage for non-staff personnel than has occurred under the handling of ad hoc cases have culminated in a new policy proposal. (Approval, regulation-writing and administrative actions lay ahead.) Negotiations with [REDACTED] have permitted establishment of a cover for [REDACTED] personnel which will enable us to extend Civil Service, FEGLI and GEHA benefits to them.

----- RECORDS: Increased use of automatic data processing in contract administration and records reduction drew considerable attention.

4. There Were More Deaths Than Last Year; Casualty Claims Were About Same Levels.

----- 40 DEATHS THIS YEAR: Employee deaths were eight over last Year (Average age of 48.2). Heart conditions caused 15, and cancer 14. Fortunately, only two accidental deaths occurred (9 last Year), and only one in performance of duty (hepatitis).

----- SIMILAR VOLUME OF CASUALTY CLAIMS: The overall workload did not significantly vary from last Year, as illustrated below:

	<u>FY 1970</u>	<u>FY 1969</u>
FEGLI Death Claims	36	31
Overseas Hospitalization Cases	502	546
BEC Claims	520	539

5. Missing In Action Cases and Prisoner Exploitation Committee Command Attention and Concern.

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----- CONTACTS WITH [REDACTED] We maintained continuing contact with families of our prisoners. No word has been received on the FE employee captured in the 1968 TET offensive. [REDACTED]

[REDACTED] We will be occupied for some time with settlement of affairs in the tragic death of [REDACTED] 25X1A

----- PRISONER EXPLOITATION COMMITTEE: The Committee's recommendations, calling for a training and briefing program for employees going PCS or TDY to capture areas were forwarded to the DDS. The Committee will continue to function.

6. Honor and Merit Awards Ceremonies Increased and We Helped Plan for the National Civil Service League Career Service Award Banquet for Lawrence Houston. All-Time High Cash Awards of \$30,330 Were Granted for Suggestions and Inventions.

----- SUGGESTIONS DOWN SLIGHTLY; SUGGESTION MONEY UP: 478 suggestions were received, 25 less than last Year (117 adopted). The average cash award went up from \$245 to \$313. The Support Services led the Directorates in the adoption rate (45%), and average cash award (\$398).

----- TREND TOWARD INCREASED EMPLOYEE RECOGNITION: The Honor Awards Board acted favorably upon 220 of 224 recommendations (four deferred). The Director approved 175 recommendations (5 Distinguished Intelligence Medals;

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3 Intelligence Stars; 50 Intelligence Medals of Merit; 69 Certificates of Distinction; and 68 Certificates of Merit). Over 20% of retirees received a career award, and over 1400 requests for the Certificate of Exceptional Service were handled for personnel overseas in hazardous areas. 1211 Length of Service Awards were granted for 10, 15 and 20 years service.

7. Counseling Involved Increases in Personal and Debt Cases, Mostly Involving Young People. (Many Cases Required Several Discussions.)

8. Central Processing Shifted To More TDY Processing Than Before.

----- NEW DUTIES ASSUMED: Clericals, starting in FY 1970, were reimbursed by Central Processing Branch for EOD travel expenses (day after EOD). We also started programs of interviewing PCS returnees concerning their language proficiency and advising travelers about penalties of drug traffic overseas.

----- WORKLOAD HIGHLIGHTS: Little change in overall workload occurred.

Overseas Travelers

PCS

TDY

Returnees Processed In

Domestic Travelers

FY 1970

FY 1969

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9. Annual Consolidated Fund Drive Pledged \$263,192.07 (with a goal of \$237,300). EAA and PSAS Contributions Were \$16,545.06 and \$14,089.70 Respectively.

10. Ranging At Random

----- EAA membership increased 20% since FY 1969. Sales of the EAA store were significantly up over the preceding Year, and the store became fully self-sustaining.

----- Blood donations were 1959 pints in FY 1970, an increase of 268 pints over last Year.

----- The Welfare Assistance Board was dissolved and its assets (\$12,695.72) were contributed to the Educational Assistance Fund.

PLANNING AND CONTROL

1. Planning Effort Concentrated on Problems of Professional Personnel Flow in Time of Retrenchment and Need for Systematic Review of the Future Personnel Situation in Career Services and Agency.

----- SYSTEMATIC APPROACH DEVELOPED FOR EVALUATING PERSONNEL MANAGEMENT: The major planning accomplishment was the development of a systematic approach for conducting a joint survey by the Office of Personnel and the

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Career Services of the professional manpower situation facing the Agency in the 1970's. The objective was to relate, in a coherent fashion, the many elements involved, such as entry rates, succession development, accelerated promotion, inter-office and inter-directorate transfers, career patterns and promotion and retirement policies. The OP approach would identify the potential within the several Career Services for maintaining movement and development by establishing mandatory and eligible retirements for the decade, and the promotion patterns stemming therefrom. The Career Services would then estimate their requirements in terms of promotable people to determine the adequacy of the system to provide promotion and assignment opportunities. Results are to be reviewed by top management, to determine changes needed in our personnel management policies.

----- SPECIAL STUDIES: In support of the central theme of professional manpower flow and development in the seventies, we conducted a number of studies, including a review of the One Grade Promotion Policy, Techniques for Increasing Flow such as the "up or out" policy of the Foreign Service, and the Development of the SP Career Model as a guide to the other Career Services.

----- PERSONNEL REGULATIONS ARE CURRENT: In the personnel regulations field, we are generally current. We served as a focal point for policy changes growing out of the administrative authorities adoption, particularly in the areas of tours of duty, home leave, death and retirement benefits and in Travel Policy Committee matters. The Office of Personnel history project was advanced by completion of three unit histories, two monographs and an overview narrative covering 1947 to 1952.

2. Records Management Was Accomplished with Increased Workloads; Better Management Reporting Was Sought.

----- REPORTS TOTALLY REEXAMINED: Several new or better reports emerged, among them: On-Duty Strength Report; a Semi Annual Age-Grade Tabulation and a Language Control Register. OPRED reporting continued as a major responsibility of OP. We analyzed 715 machine reports in terms of current requirements with the following results: 63 deleted; 290 continued; 336 continued with modifications, and 26 new requirements identified.

----- CLOSE RELATIONSHIP WITH SIPS: During the Year, we paid close attention to the human resources work of SIPS and allocated additional staffing to this important undertaking. As illustrations, we conducted several surveys among OP units re their requirements for computer data and evaluated SIPS policy issues and a number of proposed SIPS designs.

----- RANGING AT RANDOM: Record control schedules are current and the OP record purge destroyed 755 cubic feet of material. The qualifications coding work was substantially increased as we completed coding of the Agency work experience of careerists within the Clandestine Service.

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3. Major Emphasis Was Given to Conducting Position Surveys, Current Documenting of Agency Positions and Equating Positions with 1971 Ceiling.

----- CEILING REDUCTIONS CAUSED FLURRY OF ACTIVITY: The implementation of ceiling reductions resulted in a substantial increase in the number of planning papers submitted; 46 were reviewed and processed; with a total position coverage of [REDACTED] positions.

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----- AVERAGE GRADE CONTROLS UP SLIGHTLY: Although average grade controls were maintained, where practicable, the Agency average grade rose slightly (.085) to 10.295. This rate of increase was in consonance with those of other large agencies.

----- ROUNDUP OF ACCOMPLISHMENTS: Almost too numerous to mention are the specifics of the Year's work. Among them, however, mention should be made of a revision in the Agency's Handbook of Occupational Titles and Codes; processing of new pay rates; establishing new rate schedules; greater emphasis on surveys (32) and documentation of positions (about 1/3 of total Agency jobs in FY 1970); continuing review of the Government-wide study of position evaluation system; and the processing of changes in staffing complements.

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